

INSTRUCTIONS FOR PREPARATION

FUNCTION OF FORM : To notify the Finance Office that Agency has liquidation responsibility for a guaranteed loan.

PROCEDURE REFERENCE : RD Instruction 1980-A, E, G, and I, and FSA transferred Instruction 1980-B.

PREPARED BY : Agency Representative.

ADDITIONAL INSTRUCTIONS : In item number sequence which appears in upper left of each box followed by official data element name and number.

Item 1. Enter Borrower's Case Number. Show the state and county code and the borrower's Social Security or Internal Revenue Service Tax Identification Number.
Example: 121910131710191817161514131218

Item 2. Enter Lender's Internal Revenue Service Tax Identification Number. Example: 10171615141312141516

Item 3. Enter Agency assigned Loan Number. Example: 1012

Item 4. Enter Agency assigned Branch Number. Example: 1013

Item 5. Enter Borrower's Name – Abbreviate when necessary. Example: 1T1H1O1M1P1S1O1N11R1O1B1E1R1T11L111

Item 6. Enter Lender's Name – Abbreviate when necessary. Example: 1R1A1Y1T1O1W1N111S1T11N1A1T11L11B1A1N1K1

Item 7. Enter effective date that Agency accepts liquidation responsibility. Interest that accrues on the borrower's account after this date will not be covered by Agency guarantee. Example: 1016111310111718

Item 8–10. Self-explanatory.